

## **LOUISIANA HOUSING CORPORATION**

### **Community Housing Development HOME Set Aside Initiative**

**RELEASE DATE: May 11, 2016**

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this Community Housing Development HOME Set Aside Initiative (INITIATIVE) for the Preliminary Commitment of **at least** \$4,000,000 of HOME Investment Partnership Program funds (HOME Funds).

The LHC is making available federal HOME Investment Partnerships Act funds (CFDA No. 14.239) to promote the development of affordable single family homeownership and affordable rental projects. Eligible projects may involve (1) the acquisition and rehabilitation of existing dwelling units for sale, rent, or lease purchase and (2) the acquisition of building lots and the construction of new dwelling unit for sale, rent, or lease purchase that meets the needs of low- and very low-income.

The financial assistance for eligible projects will be made in the form of deferred payment loans. A minimum of 2 units must be HOME-assisted for each project assisted under this INITIATIVE.

Eligible affordable development proposals include the acquisition and rehabilitation of existing dwelling units, and the acquisition of building sites and/or the construction of improvements including water lines, sewer lines, sewage disposal systems, gas lines, electric lines, roads, curbs, gutters, sidewalks, and other land improvements necessary to prepare the site for the construction of affordable units for low- and very low-income families.

The INITIATIVE is expected to address a portion of the unmet housing needs of the state Community Housing Development Organizations (CHDOs) interested in undertaking CHDO projects of affordable rental housing development or homeownership across the state.

Interested parties will submit applications for the development, construction/rehabilitation and management of all phases of an affordable rental/ownership housing development, including the planning, program administration, program documentation, applicant intake and financing necessary to receive an investment of HOME Funds. The INITIATIVE and corresponding application will be posted to the LHC website no later than 4:30 P.M. C.D.T. on May 11, 2016. LHC will host phone call on May 13, 2016, which will outline the INITIATIVE to the CHDOs, take questions, and answer questions.

**If you require special services or accommodations, please submit request via e-mail to Desiree Armstead at [darmstead@lhc.la.gov](mailto:darmstead@lhc.la.gov).**

**Pre-Site selection applications and Market Study fees must be received by 4:30 p.m. C.D.T. on May 18, 2016. Applications shall be received no later than 4:00 P.M. C.D.T. on, June 13, 2016. Successful applicants will be awarded HOME Funds no later than July 31, 2016.**

For rental activities all HOME Funds will be awarded in the form of a soft cash flow loan payable from Surplus Cash. HOME Funds will accrue interest at a rate not exceeding the long-term applicable federal rate (AFR) and will be payable from not less than 50% of Surplus Cash so that at the end of the term of and hard first Mortgage Note the unpaid balance of such Note will not exceed 80% of the residual value of the project. Any deferred developer fees will be paid from Surplus Cash in conjunction with the repayment of the soft cash flow loan.

For homeownership activities terms of the loan will be based upon LHC underwriting. HOME funds must be repaid through the proceeds of the sale of the housing units at the time of closing unless the development is undertaken by a State Certified CHDO that has submitted with the application a CHDO Proceeds reuse plan that the LHC finds acceptable.

## **GOALS AND OBJECTIVES**

The INITIATIVE is designed to address a portion of the unmet affordable housing needs of the state. All developments funded through this INITIATIVE must benefit very low and low income persons. HUD defines “very low income” residents as those families whose total household income, adjusted for family size, does not exceed 50% of the area median income. HUD defines “low income” residents as those families whose total household income, adjusted for family size, and does not exceed 80% of the area median income. Rental project must have a minimum of 90% of tenants in HOME assisted units at no more than 60% of AMI for the first year. Homeownership project must be sold to buyers with income at or below 80% of AMI.

## **FUNDING**

**No less** than \$4,000,000 in HOME funds will be made available through this INITIATIVE. The Corporation, at the discretion of its Board of Directors, may increase this amount dependent on the quality and number of viable applications received. The highest scoring projects will be awarded until the funds are exhausted.

An applicant receiving funds under this INITIATIVE will be expected to maintain the fiscal, physical, and managerial soundness of the affordable rental housing development receiving the HOME Funds for the longer of the period of affordability or the maturity of any loan or guaranty financing provided by the LHC. Applicants must assure compliance with all federal cross cutting and LHC regulatory and administrative requirements, including but not limited to:

- Implementing the project or program activity as proposed in the submitted application;
- Ensuring compliance with all reporting requirements;

- Managing fund disbursement and accounting;
- Preparing work specifications;
- Conducting inspections;
- Affirmatively marketing;
- Program administration;
- Program documentation;
- Applicant intake; and
- Ensuring that all HOME requirements are met for the entire affordability period applicable to the project.

### **ELIGIBLE USES**

HOME Funds awarded under this INITIATIVE will only reimburse costs incurred to develop a project. No HOME Funds will be advanced to reimburse a project cost unless the electronic Funds Requisition Form with back-up invoices and receipts is submitted and approved. No funds will be disbursed until all funding commitments and agreements are signed, and environmental conditions are satisfied.

The purchase of land is an eligible use of funds under this INITIATIVE; however, in no case will the entire award to an activity under this INITIATIVE be allowed for **only** the acquisition of land.

Construction/Rehabilitation costs must be included as a budgeted item and approval must be drawn on a pari passu basis with other permanent funding sources.

Development Subsidy – A development subsidy may be included in the application; however, to be funded, a before and as built appraisal must be included with the application. Required Development Subsidies of greater than 15% will be given last consideration.

### **INELIGIBLE USES**

HOME Funds cannot be used to purchase land from a person or person within an entity that has an identity of interest with the applicant.

Properties previously financed with HOME Funds during their affordability periods cannot receive additional HOME assistance unless assistance is provided within the first year after project completion.

HOME Funds may not be used for development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).

### **RENTAL DEVELOPMENT**

Affordable Rental housing developments must meet the affordability requirements of this section:

1. Rent for HOME Funds-assisted units must not exceed 30% of the adjusted income of a family whose annual income equals or is less than 65% of the area median income as determined by HUD, adjusted by bedroom size. HUD provides annual HOME rent limits that include average occupancy per bedroom and adjusted income assumptions. For purposes of this Initiative, HOME rent limits and requirements will be used for all HOME Funds-assisted units.

2. In affordable rental housing developments with 5 or more HOME Funds-assisted units, 20% of the HOME-assisted units must be occupied by very low income families and meet one (1) of following rent requirements:

a. The rent does not exceed 30% of the annual income of a family whose income equals 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD provides the HOME rent limits which include average occupancy per unit and adjusted income assumptions.

b. The rent does not exceed 30% of the family's adjusted income. If the unit receives federal or state project-based rental subsidy and the very low income family pays as a contribution toward rent not more than 30% of the family's adjusted income, then the maximum rent (i.e., tenant contribution plus project-based rental subsidy) is the rent allowable under the federal or state project-based rental subsidy program.

3. PBV may be awarded to projects that have one-bedroom units available to serve households in need of PSH. In addition to the unit size the project must be close to public transportation and health care. No more than 25% of the units in a project can be set aside for PSH PBVs. Projects that request PBVs will be reviewed by the PSH Executive Management Counsel and the with PSH/PBV waiting list to ensure the project is in a location where services are accessible and people in need of PSH want to live. The project must satisfy the glossary definition for "Permanent Supportive Housing".

## **HOMEOWNERSHIP DEVELOPMENT**

1. The housing must be a 1-4 unit single-family dwelling.

2. The housing must be modest housing as follows:

a. In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single family housing that does not exceed HUD HOME Value Limits.

b. In the case of acquisition with rehabilitation, the housing has an estimated value after rehabilitation that does not exceed the HUD HOME Value Limits for the area.

3. The sale price is within the HUD HOME Value Limits of the area.

4. The housing must be acquired by a homebuyer whose family qualifies as a low income family and the housing must be the principal residence of the family throughout the period of affordability.

5. Homeownership units developed using HOME funds must be sold to an eligible buyer within 9 months of the date of completion of construction or rehabilitation, or the unit must be rented to an eligible tenant in accordance with the requirements at §92.252. If the units are not sold or rented as required all funds must be repaid to LHC.

6. All homebuyers must have received housing counseling.

## **FINANCIAL SUSTAINABILITY**

**Applicants unable or unwilling to provide the required information indicated below will not be funded under this INITIATIVE.**

### **PERFORMANCE BOND**

Each funded application that receives an award of HOME Funds will be required to post a performance bond during the period of construction sufficient to cover the HOME Fund award or provide proof of minimum net financial resources as indicated below.

### **MINIMUM NET FINANCIAL RESOURCES**

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied for HOME Fund Loan **and** who has unrestricted liquid assets at least equal to 10% of the applied for HOME Fund Loan. Applicants must provide proof through submittal of certified audited financials.

## **MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS**

### **CROSS CUTTING FEDERAL REQUIREMENTS**

All applicants shall comply with the following:

1. Environmental clearance;
2. Uniform Residential Requirements as applicable;
3. Feasibility and viability; and
4. Market studies.

### **THRESHOLD REQUIREMENTS**

1. Applicants must complete and submit the application by no later than **June 13, 2016 at 4:00 CST**.
2. Applicants must provide the required performance bond or provide proof of minimum financial requirements at start of construction.

3. Projects with multiple environmental issues will cause the award of HOME Funds to be canceled.

4. Projects involving the relocation of tenants must include in the application submittal a relocation plan and evidence in the project's Sources and Uses the costs associated with relocation of tenants. Applicants must provide a copy of the HUD required General Information Notice Application package. The budget for relocation must be included in the application and the expected cost must be reasonable.

5. Projects shall prove that water and sewer services will be provided upon completion by submitting the following:

a. Letter from the local service provider; or

b. Architectural submission.

#### **CAPITAL NEEDS ASSESSMENT – REHABILITATION PROJECTS ONLY**

**A capital needs assessment must be submitted at the time of application for all rehabilitation projects.**

An independent, experienced third party must perform the Capital Needs Assessment and this party cannot have a financial interest in ownership of the development (i.e. not a member of the development team). It is required that a licensed professional, such as an engineer/architect, perform the assessment and supply the LHC with their professional opinion of a property's current overall physical condition. This includes the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural or mechanical integrity.

The assessment shall include a site visit and physical inspection of the interior and exterior of units and structures, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs/improvements, pending repairs and existing or chronic physical deficiencies. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The assessment should also include recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, in order to determine the appropriate replacement reserve deposits on a per unit per year basis.

The following components should be specifically examined in the Capital Needs Assessment:

1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas, and electric utilities and lines;

2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;

3. Interiors, including unit and common area finishes (carpeting, vinyl tile, plaster walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures; and common area lobbies and corridors;
4. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, and fire protection; and
5. Elevators and/or stair wells (if applicable).

#### **CHANGES TO PROJECT AFTER AWARD**

Any changes to a project, including but not limited to unit count and configuration, after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancelation of the project and the recapture of all awarded funds.

#### **STRICTLY ENFORCED DEADLINES**

For awards under this INITIATIVE, LHC will strictly adhere and impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the application. Any funds not committed or expended within these timeframes will be recaptured by the Corporation.

1. A complete environmental review package including but not limited to a Phase I and 24 CFR Part 58 review (in a binder with tabs) is sent to Agaha Brass, Environmental Impact Officer, via mail to 2415 Quail Drive, Baton Rouge, LA 70808, (using a tracking service) and emailed to HOME@lhc.la.gov with tracking information within one hundred and twenty days (120) of this Conditional Commitment. Incomplete submissions will not be deemed as a submission and will not meet the 120 day requirement. Furthermore, the submission must contain the appropriate acknowledgment form (Exhibit C- Environmental Review + Davis Bacon and Related Acts Requirements Letter\_Template.pdf).
2. Financial closing at which all other sources of funds in the Development Budget are fully documented for the Project does not occur within one hundred eighty (180) days of this Conditional Commitment.
3. Construction at the site does not commence within two hundred ten (210) days of the date of this Conditional Commitment.
4. The initial draw of HOME Funds is not made within two hundred forty (240) days of this Conditional Commitment.
5. Projects that have been awarded HOME Funds for which no draws have been disbursed within 12 months from date of award or for which construction has not begun within 18 months from the date of award will be cancelled automatically.
6. Homeownership Projects must be sold to an eligible buyer within 9 months of completion of construction or rehabilitation or converted to permanent rental or all HOME Funds which were a part of the project must be repaid to the LHC.

7. All projects must be completed within 4 years from date of award or all HOME Funds shall be repaid to LHC.

8. Rental Projects must have all assisted units initially leased to an eligible tenant within 18 months from date of construction completion or all HOME Funds which were a part of the project must be repaid to the LHC.

9. Soft Fund awards may be terminated at any time prior to the award expiration date due to the absence of program/project productivity. Funds advanced prior to the termination of a project (whether voluntary or involuntary) must be repaid to the LHC.

10. Developer Fee – Fifty percent (50%) of the reimbursable portion of the developer fee will be paid at project completion. The remaining fifty percent (50%) will be paid once all “HOME” assisted units have been initially leased to eligible tenants, or sold to an eligible homebuyer.

**NOTE: IF ANY OF THE ABOVE REFERENCED TIMELINES/REQUIREMENTS ARE NOT MET IT WILL RESULT IN AN AUTOMATIC RECESSION OF THE CONDITIONAL COMMITMENT.**

#### **COMPLETED PROJECTS**

Projects are considered complete only after all units identified in a single project are at 100% constructed and occupied by an eligible tenant.

#### **REGULATORY AUTHORITY & REQUIREMENTS**

All applications under this INITIATIVE are governed by the HOME regulations and Final HOME Rule dated July 24, 2013, as amended (24 CFR Part 92). Modification of federal statutes or regulations governing the HOME Program by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC may become effective immediately and apply to the activities funded under this INITIATIVE.

All HOME Funds must be spent in accordance with HOME Program rules and regulations on eligible HOME activities.

All dwelling units assisted with HOME Funds shall comply with the applicable federal, state, and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR 92.254, Subpart H--“Other Federal Requirements” (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92 including Model Energy Code.

This INITIATIVE does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal HOME Program regulations, and other federal cross-cutting regulations (referred to in Subpart H of the federal HOME regulations). Applicants should also consult the state Uniform Multifamily Regulations (UMRs).



## **SITE DEVELOPMENT REQUIREMENTS**

Pursuant to 24 CFR §92.251, single-family new construction housing that is financed by HOME Funds must meet all applicable local building codes and building and zoning ordinances in effect at the time of project's completion. In the absence of a locally adopted building code, the project must meet the 2000 International Residential Code.

## **AFFORDABILITY REQUIREMENTS**

The affordability period for each newly-developed unit is based on the amount of HOME Funds invested pursuant to 24 CFR §92.254. In the event that the housing unit is sold, the Corporation will recapture the shared net proceeds available based on the requirements of 24 CFR §92.254 and the housing unit must be sold for an amount not less than the current appraised value as then appraised by the appropriate governmental authority unless the balance on the loan will be paid at closing.

## **MINIMUM HOME ASSISTANCE PER UNIT**

The minimum HOME assistance amount per unit may not be less than \$1,000. The number of HOME units will be determined by dividing the total amount of HOME funds by the total permanent sources and applying the resulting percentage across all bedroom configurations. Each calculation is rounded up to the next whole number.

## **HOUSING CHOICE OPPORTUNITIES**

Projects awarded HOME Funds must comply with Title VI of the Civil Rights Acts of 1964, the Fair Housing Act, Section 504, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

## **UNIFORM RELOCATION AND REAL PROPERTY ACQUISITION ACT**

If HOME Funds are proposed to pay for acquisition costs and activities, the Applicant follows the procedures of the Uniform Relocation and Real Property Acquisition Act to acquire the project site. The procedures must be followed prior to the site acquisition. HOME Funds cannot be used to pay or reimburse an applicant for site acquisitions activities that do not comply with the requirements of the Uniform Act.

## **DAVIS BACON PREVAILING WAGE RATE COMPLIANCE**

If HOME Funds are awarded for rehabilitation and renovation cost activities or new construction of 12 or more housing units, the project budget costs must be based on the prevailing wage residential rates.

## **UNIFORM PHYSICAL PROPERTY CONDITION STANDARD**

Housing that is constructed or rehabilitated with HOME Funds must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. If there

are no such standards or code requirements, the housing must meet the Uniform Physical Property Condition Standard for the entire affordability period.

### **ACCESSIBILITY REQUIREMENTS**

All funded projects must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619). These requirements must be met for the entire affordability period.

### **CHDO SET-ASIDE REQUIREMENTS**

The New Final Rule at 24 CFR Part 92 imposed new requirements on projects that receive funds from the HOME Investment Partnerships Program. Community Housing Development Organizations must demonstrate staff capacity to undertake the proposed activity. CHDOs may use contracted staff to meet the capacity requirements. Contracted staff must be so contracted for a period of time and not for a particular project.

NOTE: Any changes in staff subsequent to the CHDO's designation must be fully disclosed within the application. See below for a summary of CHDO requirements in the event of changes within the CHDO organization:

### **STAFF DEVELOPMENT EXPERIENCE**

1. Staff classification and documentation – To be counted as staff, the person must be employed by the CHDO, and documentation is needed.

a. Full time or part time employment – This would be evidenced by a payroll report or a W-4 or a W-2.

b. Contracted staff – This would be evidenced by a “contract” for employment and a W-9 and 1099 (at the end of a year).

2. Relevant development experience – Document the basis for answers to the applicable project type.

a. Homeownership Development – Has the staff person been involved in the acquisition, rehabilitation/construction and sale of homebuyer housing? Previous experience purely in counseling, marketing, or financing activities is not sufficient to be considered development experience.

b. Rental Development – Has the staff person been involved in the acquisition, rehabilitation/construction and/or ownership/operation of rental housing?

### **CHDO ORGANIZATION CAPACITY**

The LHC must consider the organizational capacity of the CHDO. The LHC will review information submitted to determine if the CHDO has the organizational capacity to undertake an award under the current INITIATIVE. Factors that the LHC will consider include:

1. Organizational structure – Can the current corporate organizational structure support housing development activities or is there a need for a subsidiary or other organizational structure for future development? Are there operations or activities that need to be organizationally separate from housing development activities and portfolios?
2. Management structure/practices – Does the current CHDO management have the ability to manage additional development activities? Are the corporate lines of authority for development activities clear? Are policies & procedures in place governing development activities?
3. Pipeline/portfolio – What does the CHDO have as its current project pipeline and program responsibilities? Will CHDO be able to handle the additional project proposed? If the CHDO organization pursues housing development, what other activities are likely to suffer or not be able to be pursued due to the effort required for development activities? Does CHDO's portfolio of projects/properties evidence competent management and oversight? Do the properties appear to have adequate funding?

## **APPLICATION SUBMISSION**

### **APPLICATIONS**

This INITIATIVE does not commit the LHC to award any contract nor to pay any costs incurred in the preparation or delivery of applications. Furthermore, the LHC reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this INITIATIVE. The LHC also reserves the right to ask for additional information or conduct interviews from/with any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification. LHC reserves the right, at its sole discretion, to suspend or amend the provisions of this INITIATIVE. Any such revisions will be formalized by the issuance of an amendment to this INITIATIVE.

**Market Analysis Fee of \$4,500.00** is due **by 4:30 p.m. C.D.T. on May 18, 2016** and is not refundable.

### **INELIGIBLE APPLICATIONS**

Applications will be deemed ineligible if any of the following conditions exist as of June 13, 2016:

1. Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.
3. Homeownership Developments proposed by entities that currently have unsold properties funded by LHC HOME Funds.

4. Any person or entity that currently has a LHC financed project with compliance issues that are unresolved for greater than 90 days.

5. Projects previously awarded financing by LHC that are currently incomplete.

#### **REQUIREMENTS AND ORDER OF SUBMISSION**

1. Submit 1 original and 3 copies of the application along with 1 electronic copy (USB flash drive) including all required attachments and documentation individually scanned and attached. The USB flash drive shall contain the application in Microsoft Excel format (2007 Version or above) and all required attachments and documentation for the application in Adobe .pdf format.

2. Applicable fees stated above.

3. The application must be submitted in the following order and style:

a. Application Checklist;

b. Complete hardcopies of application with each section and attachment individually labeled and tabbed;

c. Complete electronic copy the application with each section and attachment individually scanned and labeled. Application and attachments on USB flash drive shall contain be in Microsoft Excel format (2007 Version or above) and all required attachments in Adobe .pdf format.

#### **DEADLINE TO SUBMIT**

Applications must be received by the LHC, in their entirety, by no later than **June 13, 2016 at 4:00 P.M. C.D.T.**

#### **WHERE TO SUBMIT**

Each proposal and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be address as follows:

**Louisiana Housing Corporation**

**Housing Production**

**2415 Quail Drive**

**Baton Rouge, Louisiana 70808**

**Re: Community Housing Development HOME Set Aside Initiative**

**Must include: Applicant/Company Name & Return Address**

## METHODS OF SUBMISSION

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the **June 13, 4:00 P.M. C.D.T.** application deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

## IMPORTANT DATES AND DEADLINES

<b>INITIATIVE and application published</b>	May 11, 2016, 4:30 P.M. C.D.T.
<b>and posted to LHC website</b>	
<b>Community Housing Development HOME Set Aside Initiative Phone</b>	May 13, 2016, TDB
<b>Deadline to submit written inquiries to LHC</b>	May 18, 2016, 4:30 P.M. C.D.T.
<b>Pre-Site Information and Market Fee Deadline</b>	May 18, 2016, 4:30 P.M. C.D.T.
<b>Deadline for LHC to post FAQ in response to written inquiries</b>	May 22, 2016, 3:30 P.M. C.D.T.
<b>Application Deadline</b>	June 13, 2016, 4:00 P.M. C.D.T.
<b>Award of Applications</b>	No later than July 31, 2016
<b>Written Agreement signed by</b>	Within 7 days from preliminary award
<b>Applicant and returned to LHC</b>	

NOTE: LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an amendment to the INITIATIVE.

Written agreements, signed by the applicants, not received by the LHC within 7 days.

## QUESTIONS AND COMMUNICATION

LHC will consider written inquiries from applicants regarding the INITIATIVE. Inquiries will only be considered if they are **submitted in writing to HOME@lhc.la.gov by the deadline for submission of written inquiries** set forth above. Inquiries shall clearly reference the section of the INITIATIVE for which the applicant is inquiring or seeking clarification. Any and all written inquiries from applicants submitted in writing to HOME@lhc.la.gov will be deemed to require an official response.

In addition to written responses to individual inquiries, an official response to each inquiry, along with the actual inquiry, will be posted by at 3:30 P.M. C.D.T. on May 22, 2016, in the form of a Frequently Asked Questions Addendum (FAQ) at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of the INITIATIVE that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC. As mentioned above, the LHC will post all inquiries with answers on its website, <http://www.lhc.la.gov>.

**It is the strict policy of the LHC that prospective respondents to this INITIATIVE refrain from initiating any contact or communication, direct or indirect, with LHC staff or members of the Louisiana Housing Corporation's Board of Directors with regard to the competitive selection of applicants. Any violation of this policy will be considered as a basis for disqualification from consideration.**

The LHC will produce public records in accordance with LA R.S. Title 44.

## DEFINITIONS

Terms not specifically defined herein have the meaning given to them in LHC's 2016 Qualified Allocation Plan (QAP) available on LHC's website at:

[http://www.lhc.la.gov/assets/Programs/Low\\_Income\\_Housing\\_Tax\\_Credit/QAP/2016/Draft2016QAP.pdf](http://www.lhc.la.gov/assets/Programs/Low_Income_Housing_Tax_Credit/QAP/2016/Draft2016QAP.pdf)

**Applicant** – An employee of submitting organization.

**CHDO Developer** - CHDO as a "developer" it is a LHC certified CHDO that (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

For rental housing, the CHDO must obtain financing, and rehabilitate or construct the project. If it owns the property, the CHDO must maintain ownership and manage the project through the affordability period. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. LHC will not make a reservation of HOME Funds to a CHDO for development unless it has determined that the CHDO has staff with demonstrated development experience and the knowledge and skills necessary to undertake the project.

**Completed Projects** - Projects are considered complete only after all units identified in a single project are a 100% construction complete and occupied by an eligible tenant or sold to an eligible buyer.

**Construction Completion** - All necessary title transfer requirements and construction work have been performed; the project complies with the requirements of this part (including the property standards under § 92.251); the final drawdown of HOME Funds has been disbursed for the project.

**Corporation** – The Louisiana Housing Corporation (LHC)

**LHC** – Louisiana Housing Corporation (LHC)

**Entity/ Organization** – A legal body (non-profit; for-profit, local units of government) that will have legal ownership of the project and property before and after project completion. A developer may contract with an entity or be a part of a development team.

**Income Targeting** – Not less than 90% of the families receiving tenant based rental assistance (TBRA) are families whose annual incomes do not exceed 60% of the median family income for the area, as determined and made available by HUD with adjustments for smaller and larger families at the time of occupancy or at the time funds are invested, whichever is later or the dwelling units assisted with HOME Funds are occupied by families having such incomes.

**Permanent Supportive Housing** - Housing that is (i) safe and secure, (ii) affordable to the eligible target population (as defined under "Eligible Target Population for Permanent Supportive Housing" in this

glossary, (iii) permanent, with continued occupancy as long as the eligible target population pays the rent and complies with the terms of the lease or applicable landlord/tenant laws in the State of Louisiana and (iv) linked with supportive services that are flexible and responsive to the needs of the individual, available when needed by the eligible target population and accessible where the tenant lives, if necessary.

**Project** – A site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME Funds as a single undertaking located within a 5 mile radius of each other within a single governmental entity (if located within a city, town, or other similar political subdivision then all sites must be within the same political subdivision for rental projects and within the same parish for homeownership projects. If located outside of a local jurisdiction then all sites must be within the same Parish for both rental and ownership projects. The project includes all the activities associated with the site and building.

**Responsible Entity** – Any body of general government that has jurisdiction over the area in which a project is located, and exercises authority over land use issues in that jurisdiction (24

CFR § 58.2) which may include participating jurisdictions, state recipients, or insular areas responsible for conducting environmental reviews.

**Rural Parish** – A Parish which is entirely defined by USDA as rural.

**Sponsor** – Person(s) with respect to the project concerned, having site control (evidenced by a deed, a sales contract, or an option contract to acquire the property), a preliminary financial commitment, and a capable development team.

**Substandard Housing** - Any housing unit which does not satisfy the Habitability Standards and requires Substantial Rehabilitation.

**Written Agreement** – The document entered into between the LHC and the applicant for the HOME assisted units that includes, but is not limited to, the terms of funding.



## SCORING

### I. PROJECT READINESS & DEVELOPMENT SCHEDULE (MAXIMUM 22 POINTS)

**Readiness to Proceed – All evidence must be submitted in the file in order to obtain the points**

**7 points** Awarded to projects that have completed environmental clearance review – evidence must be submitted with the file.

**6 points** Awarded to projects on sites that have obtained discretionary public land use approvals (obtaining building permits is not necessary to score points).

**5 points** Awarded to projects that are ready to proceed without requiring any additional development approvals.

**4 points** Awarded to projects that have secured an executed contract from its general contractor.

### II a. LEVERAGING

(MAXIMUM 15 POINTS)

Percentage of HOME Program Funding Relative to Total Project Costs	<b>15 points</b>	25% or less
	<b>12 points</b>	26% - 50%
	<b>9 points</b>	51% - 75%
	<b>6 points</b>	76% - 85%

### II b. Match

(MAXIMUM 15 POINTS)

Applicant has contributions from eligible sources that qualify as match under the HOME program. Points are awarded for the percentage of match relative to HOME funds requested.	<b>15 points</b>	75% or Greater
	<b>12 points</b>	Less than 75% but Greater/Equal to 50%.
	<b>9 points</b>	Less than 50% but Greater/Equal to 25%.

### III. SAMPLE PRELIMINARY PLOT PLANS and ELEVATIONS (MAXIMUM 10 POINTS)

#### Plot Plans and Elevations:

To receive points, photos of the neighboring properties must be submitted. Neighboring properties include all properties/structures on the same block including across the street. Photos must be labeled and indicated on a block map. Applicants will receive **either** 5 or 10 points depending on the submission.

**10 points**      Sample floor plans and elevations must include design features that are consistent with existing neighborhood housing stock.

**5 points**      Sample schematic designs must be consistent with existing neighborhood housing stock.

### IV. AVERAGE HOME SUBSIDY PER UNIT (MAXIMUM 20 POINTS)

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Average HOME Subsidy per unit	<b>20 points</b>	\$10,000 or Less
	<b>15 points</b>	\$10,001 - \$20,000
	<b>10 points</b>	\$20,001 - \$30,000
	<b>5 points</b>	\$30,001 - \$40,000

### V. PROJECT SERVING TENANTS AGING OUT OF FOSTER CARE (MAXIMUM 5 POINTS)

**5 points**      Project will reserve a minimum of 5% of the project's units to accommodate persons Aging out of Foster Care. A description of the supportive services tailored to meet the needs of the aforementioned tenants must be included in the submission. Applicants must evidence in the project's financials the ability to provide rental subsidies throughout the affordability period and the cost of related supportive services.

## VII. DEMONSTRATED NEED

### Demonstrated Need (MAXIMUM 12 POINTS)

Home Value	<b>4 points</b>	Awarded to projects in a city/town where the median housing value, as listed in the 2010-2014 American Community Survey 5-Year Profiles, is \$45,000 or less
Income	<b>4 points</b>	Awarded to projects in a city/town where household median income, as listed in the 2010-2014 American Community Survey 5-Year Profiles, is \$22,500 per year or less.
Poverty	<b>4 points</b>	Awarded to projects located in a city/town with a poverty rate, as listed in the 2010-2014 American Community Survey 5-Year Profiles, of 50% or more.

To receive points for any of the three criterion above applicants must print out the information from the 2010-2014 American Community Survey 5-Year Profiles. This can be accessed by going to the following link <http://www.census.gov/quickfacts/table/PST045215/22> and entering the town's name, followed by Louisiana, in the search box. Staff in its review will verify the information.

## VII. AFFORDABILITY

(MAXIMUM 10 POINTS)

*Affordability data realistically estimates principal, interest, taxes, and insurance for subject properties.*

### **FOR HOMEOWNERSHIP DEVELOPMENT PROJECTS ONLY:**

<b>Affordability</b>	<b>10 points max</b>	LHC will review the affordability data supplied by the applicant and will use it to calculate the income level to which the housing will be affordable. <b>All housing assisted with HOME Funds must</b> be affordable to families with incomes of <b>80%</b> of the area median family income or below.
	<i>(10 points)</i>	<i>All homes will have sale prices that are affordable to families with incomes <b>between 75% and 80%</b> of the area median family income Without a development subsidy of greater than 15%.</i>
	<i>(8 points)</i>	<i>All homes will have sale prices that are affordable to families with incomes <b>between 74% and 70%</b> of the area median family income. Without a development subsidy of greater than 15%.</i>
	<i>(6 points)</i>	<i>All homes will have sale prices that are affordable to families with incomes <b>between 69% and 60%</b> of the area median family income. Without a development subsidy of greater than 15%.</i>

**FOR RENTAL DEVELOPMENT PROJECTS ONLY:**

<b>Affordability</b>	<b>10 points max</b>	LHC will review the affordability data supplied by the applicant and will use it to calculate the income level to which the housing will be affordable. <b>All housing assisted with HOME funds must</b> be affordable to families with incomes of <b>80%</b> of the area median family income or below.
	<i>(4 points)</i>	<i>All Housing will be affordable to families with incomes <b>between 75% and 80%</b> of the area median family income.</i>
	<i>(6 points)</i>	<i>All Housing will be affordable to families with incomes <b>between 74% and 70%</b> of the area median family income.</i>
	<i>(8 points)</i>	<i>All Housing will be affordable to families with incomes <b>between 69% and 60%</b> of the area median family income.</i>
	<i>(10 points)</i>	<i>All Housing will be affordable to families with incomes <b>between 59% and 40%</b> of the area median family income.</i>